

Case Closure Process

Note: In order to close a case, an assignment to the case is needed.

1. Click on the Cases tab.
2. Click on the case name hyperlink. This will open the Maintain Case page.

Jones, Sally (9222753)

Case details:

CPS Family - Initial Assessment

BMCW-Admin

Intensive In-Home

Open OHP exists for associated participant
(s)[+ View case information](#)**Case address:**

123 Main Street

Waldo, WI 53093

(262) 555-1212

Primary worker:

Daisy, Dan

(440) 943-7690

dan.daisy@wisconsin.gov**Actions:**[Please select an action ^](#)

3. From the Options drop-down, select Submit Case Closure Request and click Go. This will open the Case Closure page.

Note: In order to initiate a case closure, you do not have to be on the Closing/Merge History tab.

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Case: 9222753

Name: Jones, Sally Case Type: CPS Family - Initial Assessment Status: Open 02/06/2012

County: Milwaukee Site/Region: BMCW-Admin W-2 Region:

CARES Case #: County Case #: ☐ Restricted [Intensive In-Home Service ends 11/05/2013](#)

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
Jones, Dirk (9226083)	None	<input checked="" type="checkbox"/>	Y	08/09/1975	M	Present Spouse	N/A	N	DeAct Rem
Jones, Mary (9226085)	CPS, CW	<input checked="" type="checkbox"/>	Y	02/25/2002	F	Biological Child	N/A	N	DeAct Rem
Jones, Robert (9226176)	CW, VKC	<input type="checkbox"/>	Y	10/03/2012	M	Biological Child	N/A	N	DeAct Rem
Jones, Sally (9226086)	None	<input type="checkbox"/>	U	04/11/1979	F	Reference Person	N/A	N	DeAct Rem
Jones, Tammy (9226174)	CW	<input type="checkbox"/>	Y	10/02/2011	F	Biological Child	N/A	N	DeAct Rem
Jones, Tommy (9226084)	CW	<input checked="" type="checkbox"/>	Y	06/02/1986	M	Biological Child	N/A	N	DeAct Rem

Number of Household Members: 5 [Insert](#)

Inactive Participants

Options: [Actions](#)

[Submit Case Closure Request](#) [Go](#)

[Delink Access Report/Assessment](#)

[Save](#) [Close](#)

100%

4. In the Closing Information group box, select the appropriate check boxes and the appropriate Reason value from the drop-down list.
5. In the Closing Summary group box, complete the case closure summary narrative.
6. From the Options drop-down, select Validate Case Closure Request, and click Go.

Case Closure -- Webpage Dialog

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Basic Information
Case Name: Jones, Sally Case Number: 9222753 Open Date: 02/06/2012

Closing Information
Closure Status: No Request
☐ Request For Closure?
☐ Check Here If Final Safety Assessment is Not Needed
☐ Check Here If Closing Checklist is Not Applicable
Closed Date: Reason: Case Outcomes Achieved
Adopted By:
Closing Checklist: Recruited By:

Closure Summary
Describe the closure process with the family and service providers and the family's plan for meeting future service needs. Describe how any behaviors or conditions judged to be at a level where safety is not assured or risk of maltreatment is a concern will be managed or sufficiently mitigated by other resources/supports.
Description...

Close
Options: Actions
Safety
Validate Case Closure Request Go
Text
Closure Summary
Closure Denial Solutions
Closure Denial Report

Save Close

7. At this point, you will be able to determine if your case was accepted or denied for closure by looking at the Closure Status field in the Closing Information group box. If your closure was denied, you will be able to view what work needs to be completed in order for the case to close by clicking on the Closure Denial Messages expando. You can also view this information by going to Options and selecting Closure Denial Report from the Options drop-down. If your closure was accepted, there will no be no information in the Closure Denial Messages group box. Skip to Step 11 if your Closure Status is Accepted.

Note: After your closure has been denied, you will need to Validate Case Closure again.

Case Closure -- Webpage Dialog

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Basic Information
Case Name: Jones, Sally Case Number: 9222753 Open Date: 02/06/2012

Closing Information
Closure Status: Closure Denied
Closed Date: Reason: Case Outcomes Achieved
☒ Request For Closure?
☐ Check Here If Final Safety Assessment is Not Needed
☐ Check Here If Closing Checklist is Not Applicable
Adopted By:
Closing Checklist: Recruited By:

Closure Summary
Describe the closure process with the family and service providers and the family's plan for meeting future service needs. Describe how any behaviors or conditions judged to be at a level where safety is not assured or risk of maltreatment is a concern will be managed or sufficiently mitigated by other resources/supports.
Description...

Closure Denial Messages

Options: Go Save Close

8. The Closure Denial Report will list all current open work that needs either supervisory approval or termination. As long as there are no AFCARS errors, you can update all information (i.e. send work for final approval, update legal status, terminate plans etc.) and re-validate the case closure errors. If an error is an AFCARS error, the error must be corrected and the AFCARS nightly batch will be run. You can then attempt to close the case the following day.

9236938.0 [Read-Only] [Compatibility Mode] - Microsoft Word

File eWISACWIS

Print Cut Copy Paste Zoom Spell Check Copy From Bookmarks Close and Return to eWISACWIS

Wisconsin Department of Children and Families
Division of Safety and Permanence
Edits for Case Closure Request

Case Number: 9222753

Plan(s) are missing either termination or final approval. Please terminate and approve plans via the outliner.

Plan Date	Plan Type	Plan Status
26-MAR-12	FACP CPE	ONGOING
06-FEB-12	SFTY ASSESS PLN IS INCMPLT	SAP OPEN
06-FEB-12	SFTY ASSESS PLN IS INCMPLT	SAP OPEN

Worker/Supervisor has Pending Approvals

Approval Person Name	Approval Person ID	Work Type
Daisy	Dan	10168
Daisy	Dan	10168
Cake	M Caitlin	10173
Cake	M Caitlin	10173
Cake	M Caitlin	10173
Cake	M Caitlin	10173
Cake	M Caitlin	10173
Cake	M Caitlin	10173

Child is eligible for Independent Living services, but is missing the date(s) of the IL Assessment and/or the IL Transition Plan. Please access the child's Independent Living record via Maintain> Independent Living from your desktop.

Person Name	ID_IL_TKLR
Jones	Mary
	9250939

Placements/Services are incomplete

Page: 1 of 2 Words: 304 100%

9. Once all errors have been corrected, return to the Closing/Merge History tab on the Maintain Case page. Click on the Denied hyperlink. This will bring you back to the Case Closure page.

Maintain Case - ID: 9222753 - Internet Explorer

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Case: 9222753

Name: Jones, Sally Case Type: CPS Family - Initial Assessment Status: Open 02/06/2012

County Milwaukee Site/Region: BMCW-Admin W-2 Region:

CARES Case #: County Case #: ☐ Restricted [Intensive In-Home Service ends 11/05/2013](#)

Participants Address Collaterals **Closing/Merge History**

Case History

Open Date	Closed Date	Reason	Initiated by	
02/06/2012	00/00/0000	Case Outcomes Achieved	Cake, Caitlin M., III (10173)	Denied
02/06/2012	05/09/2013	Closing Disrupted	Cake, Caitlin M., III (10173)	Historical

Merged Cases

Open Date	Merged Date	Former Case No.	Former Case Name	Initiated by
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Case Record Location

Status: Location:

Last Modified By: Date:

Options:

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10. At this point, go to the Options drop-down and select Validate Case Closure Request and click Go to see if your closure has been accepted. If it has, the closure status will be updated to Accepted.
11. Click on the Options drop-down and select Approval. Submit the closure for approval. Once the closure has been finally approved by a supervisor, the case will be closed and all assignments to the case will be closed as well.

Case Closure -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Basic Information
Case Name: Jones, Sally Case Number: 9222753 Open Date: 02/06/2012

Closing Information
Closure Status: Closure Accepted
Closed Date: Reason: Case Outcomes Achieved
☒ Request For Closure?
☒ Check Here If Final Safety Assessment is Not Needed
☒ Check Here If Closing Checklist is Not Applicable
Closing Checklist: Recruited By:

Closure Summary
Describe the closure process with the family and service providers and the family's plan for meeting future service needs. Describe how any behaviors or conditions judged to be at a level where safety is not assured or risk of maltreatment is a concern will be managed or sufficiently mitigated by other resources/supports.
Summary...

Closure Denial Messages

Options: **Go** **Save** **Close**

- Actions
 - Approval
 - Validate Case Closure Request
 - Text
 - Closure Summary
 - Closure Denial Solutions
 - Closure Denial Report